



# 2019 National Night Out Exhibitor/Vendor Application

Tuesday August 6, 2019, 6:00 p.m. to 8:30 p.m.  
Setup begins at 4:00 p.m. and breakdown at 8:31 p.m.



Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

RE-FUNDABLE VENDOR FEES (CHECK ONLY)	
10x10 Vendor Area	\$25
10x10 Government Entity Area	\$0

*\*\*The event is free, but a \$25 fee is required to reserve your spot. Your check will be returned to you at the conclusion of the event on August 6 at 8:31 p.m. Checks are only cashed for no-shows or vendors that pack-up and leave the event before its conclusion at 8:30 p.m.\*\**

To help us place your booth space, please describe your business:

1. Type of vendor:  Crafts     Food     Informative     Retail/Sales
2. Will you be bringing a 10x10 tent:     Yes     No
3. Do you need electricity:     Yes     No

By submitting a signed copy of this form, I am requesting to be a vendor for National Night Out 2019 (“event”) from 6:00 p.m. to 8:30 p.m. I agree to pay the cost of the space in full to accompany this signed contract. I understand the National Night Out event is a rain or shine event. I agree to comply with instructions, rules and regulations governing the event and acknowledge receipt of a copy of Rules and Regulations for the event (on page 2).

The undersigned Vendor hereby releases the Town of Emmitsburg, the Frederick County Sheriff’s Office and the National Night Out event, their officers, officials, employees, agents or other representatives from any and all claims or demands for damages, losses, harm or injury to the person or property of the Vendor which occurs during, arises from or relates to Vendor’s participation in the National Night Out event, and Vendor does hereby waive and surrender any and all such claims and demands. Vendor hereby agrees to indemnify, defend, protect and hold harmless the National Night Out event, the Town of Emmitsburg and the Frederick County Sheriff’s Office from any liability arising from or related to Vendor’s participation in the National Night Out event.

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadline for Application Submission: Friday July 19, 2019 by 4:00 p.m.** Please make checks payable to “Town of Emmitsburg.” Please submit application with payment to Town of Emmitsburg, Attn: Madeline Shaw, 300A South Seton Avenue, Emmitsburg MD 21727. Vendors will be notified if approved or denied by Friday July 26. Questions? Please contact Maddy Shaw, Town Clerk, at mshaw@emmitsburgmd.gov or (301) 600-6300.

FOR TOWN USE ONLY:	
Date Form Received:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Payment Received On:	Payment Method: <input type="checkbox"/> Check Only    Check #:

## **RULES AND REGULATIONS FOR PARTICIPATION:**

1. The event will occur on Tuesday August 6, 2019 from 6:00 p.m. to 8:30 p.m.
2. This is a rain or shine event. There are no rain dates scheduled.
3. There are only 25 vendor spaces available – so apply early!
4. Vendor set-up begins at 4:00 p.m. and vendors must be set-up by 5:30 p.m.
5. Breakdown begins at 8:31 p.m. on Tuesday evening. Any vendor violating this policy will not receive their refundable vendor fees back (see application).
6. Vendors are to remain open and staffed for business for the duration of the event.
7. You must provide your own table, chairs, tent and display items.
8. Vendor spaces are assigned only for the promotion and sale of products/services specified in your application.
9. Vendors promoting or selling any other products or services not listed on their application will be required to remove them from their vendor space
10. Smoking is strictly prohibited in Emmitsburg parks. Vendors may not smoke during the event, set-up or break-down.
11. No open flames are permitted.
12. Vendors may not obstruct walkways with chairs, tables, signs, etc.
13. Decorations or advertisements may not be attached, adhered, tied, or otherwise affixed to property, structures, or plants belonging to the Town of Emmitsburg.
14. Vendors are responsible for cleaning their booth area during and at the close of the event and picking up all trash from their area.
15. All food vendors must display appropriate food permits from the Frederick County Health Department if selling food. For more information, please contact the Frederick County Health Department at 301-600-2542.
16. The Town of Emmitsburg and the National Night Out event assume no liability. Although the Frederick County Sheriff's Office will be present at the event, retailers are advised to bring coverage materials to protect their goods and signage.